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CENTRAL INTELLIGENCE AGENCY
INFORMATION REPORT

COUNTRY Rumania

SUBJECT Employment Procedures in Bucharest/Requisite Documents

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DATE DISTR. 30 Mar 1954

NO. OF PAGES 5

NO. OF ENCLS.

SUPP. TO
REPORT NO.

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THIS IS UNEVALUATED INFORMATION

1. "All jobs in Rumania, in the Government's field of labor, are obtained through the so-called Biroul Bratelor de Munca (Employment Office) -- to be referred to as BBM. There are no private employment agencies; employers may not advertise. My information dates to December 1953 and is based on experience in Bucharest.
2. "The city of Bucharest is divided into raioane. Every sector (raion) has its own BBM office. [] these offices are subordinate to either the Syndicate or to the Ministry of Work or have ties with the People's Boards (Sfatul Popular) of the various sectors. These BBM offices are situated in buildings separate from the headquarters of the raional People's Boards. The sign on a BBM office will read e g Biroul Bratelor De Munca - Paionul 1 Mai (BBM Office - City Sector 1st of May). There are no BBM offices for each city sub-sector (circa). The raional organization controls the employment of all persons residing in the city sub-sectors depending on that particular raion.

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3. "Males and females are not compelled to register at their local BBM office. But since that is the only way to get work, they do register when they are 18 or over. Following are the procedures with which they must comply.

Registration

4. "The applicant must file an application requesting registration in the BBM files. The application is called a Cerere. It is written in ink on a sheet of normal white paper. The applicant requests registration and, if possible, a job. He (or she) must attach the following documents:

(a) Certificat de Nastere (Birth Certificate)

This obtained from the Seviciul Starea Civila (Civilian State Section) of the people's Board of the raion in which the applicant lives. (The People's Board for the Raion 1 Mai is located on Grigore Alexandrescu Street in the premises of the former Financial Administration - Administratia Financiara - of the Primaria Sectorul II Negru - which was in existence until 1947.)

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When a person needs a certificate from the Civilian State Section of the People's Board of his city sector, he files the usual Rumanian application on a white sheet of paper, writing in ink. He hands this to the 'cage', where it is registered. He is told the registration number verbally. The old Rumanian procedure of affixing a stamp on an application no longer exists. Two or three days later the applicant collects his Birth Certificate at the People's Board. It is prepared on paper bearing the heading of his local People's Board; a stamp (Timbru Financiar) is affixed. He pays a State tax of 2.50 Lei. This tax is levied on the issue of all official certificates.

(b) Certificat de Buna Purtare (Good Conduct Certificate)

25X1 this is issued at either the Circa de Militia or through the Militia office of the raion.

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(c) Certificat de Scoala (School Certificate)

25X1 This is a school diploma. [] not sure whether the original
25X1 diploma or a photostat must be attached.

(d) Certificat de Specialitate (Certificate of Specialization)

The certificate for any special vocational course completed.

(e) Certificat de Stare Civila (Certificate of Marital Status)

An original certificate must be attached. It is obtained in the same way as the Birth Certificate.

(f) Certificat de Raze (X-Ray Certificate)

25X1 Obtained from the Circa Sanitara (City Sanitation Sector). []

25X1 this is needed only when a person is actually hired for a job.

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5. "The applicant hands his application with attachments to the employee at the cage. He is registered and receives verbally the registration number. No stamp is affixed to the application. No pictures are necessary. The employee checks the papers to see that all requisite documents are present. The applicant must then identify himself with his Biroul Populatiei (Identification Card). The applicant is not questioned. He is not asked about membership in any political organizations. The employee is more interested in the applicant's precise address. The BBM employee then prepares, in the presence of the applicant, a form called the Fisa Personala (Personal File). [REDACTED] document includes information on the applicant's name and surname, father's name, mother's name, address, profession etc. The applicant is then told the registration number (numarul de protocol).
6. "The application is routed to the Biroul de Evidenta (Record Office) of the BBM office. This office maintains a card index of registered workers. Requests of State enterprises for workers are checked against this index.
7. "The BBM office determines the man's job. Unemployed persons registered with a BBM office line up at the Biroul de Evidenta of that office. When their turn comes they ask whether there is any job for them; they cite the registration number of their previous application. Notification of job assignment is made on an ordinary postcard, asking the person to report to the BBM office. There is no special registry in which unemployed persons may sign.
8. "Although a certain priority is accorded CP members, job assignment follows a normal routine. The various Biroul de Cadra (Personnel Offices) of State enterprises make requests for employees. I believe checks on a person's past activities and social origin are made only by the Personnel Office of the hiring enterprise. [REDACTED] when the No. 1 State Enterprise of the Ministry of Construction needs workers for a special job, the chief engineer files an application with the personnel office of the enterprise, which passes it on to the BBM. [REDACTED] date of application is considered.

Employment Formalities

9. "Supposing a person has been notified by BBM postcard of a job opening. He reports to the BBM office, hands in the postcard and identifies himself with his Identification Card. After a wait he is handed a Foai de Repartitie (Assignment Sheet) and told to report to the Personnel Office of the enterprise listed on the Foai de Repartitie. The Foai de Repartitie is typewritten on white paper which has no official letterhead. It bears the round stamp of the issuing BBM office. A similar type of Foai de Repartitie is prepared by the various State enterprises whenever a worker in their hire is assigned to a particular section of the enterprise, eg a working yard of a construction enterprise. It is also issued to a worker, along with his Work Book, upon dismissal from a State enterprise, when he is told to report back to his BBM. The document entitles the bearer to report within the specified area of the enterprise. He hands it there to the chief of the section. A typical Foai de Repartitie might read thus:

Biroul de Repartizare
Bratele de Munca
Raionul 1 Mai
Bucuresti

No. 004358 date

FOAI DE REPARTITIE

Se repartizara pe tovaraul.....X.....in calitate de
dierar la Intreprinderea FILATURA ROMANEASCA DE BUMBAC - Sescava
Pantelimon.

Director
(signature)

[REDACTED]

Seful Serviciului
()

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[translation]

Assignment Office
Employment Office
Sector 1st May.
Bucharest

No. 004359 Date..

ASSIGNMENT SHEET

Comrade Y is hereto assigned as a blacksmith
to the Rumanian Cotton Mill Enterprise, Soseaua Pantelimon.

Director
(signature)

stamp of
BBM Office

Chief of Service
(signature)

10. "The person reports to the Biroul de Cadre (Personnel Office) of the enterprise. He is handed a six-page form called an Autobiografie (curriculum vitae). This must be completed, at home if desired. The questions cover the man's life from date of birth up to the moment he has reported to the new job. It includes all past jobs. Until the establishment of the BBM offices in 1950 a special paragraph requested the names of three character references outside the field of the particular enterprise involved and of three character references within the particular enterprise. This paragraph no longer exists, but the Autobiografie has been expanded. These Autobiografie are checked. Then the new employee is handed a Foile de Repartitie similar to that originally issued him at the BBM. He reports with this to his new working section and hands it to the section chief. That is necessary if he is assigned to some working place without the enterprise proper, eg a construction project. The Autobiografie, with four standard identification pictures, is handed in to the personnel office.
11. "Supposing subject worker is working for one of the State construction enterprises and has been assigned to working yard X. He hands the Assignment Sheet from the Personnel Office to the chief engineer there. The worker's name is registered in the Stat de Prezentă (Registry) of the yard, and he is issued a Fisa de Pontaj (Attendance Card). This is made of white cardboard printed in a special form. This card serves as identification at the entrance to a plant or work yard. It is issued monthly. Each day the worker either punches in a time clock upon arrival or departure, or hands it in to a foreman to have the number of working hours entered. These records are used in the compilation of payrolls.
12. "There is a Head Trade Union Delegate for each enterprise, but in the construction business, for example, each working yard has its own Delegat Sindical (Syndicate Delegate). This official enlists the new worker in the Trade Unions. The worker prepares a routine application requesting membership in the Syndicate. This has to be done automatically, under law, since it entitles the worker, through salary deductions, to social insurance benefits. The Trade Union Membership Card (Carte de Membru) is a red booklet, with four light green inside pages (not clear whether actual pages or sides). The front bears the heading, 'Proletari din toate Tarile Unit-va' ('Proletarians of the world, unite!'). It also bears the title: 'F.S.M. Confederatia Generala a Muncii Din Republica Populara Romana' ('Federation of Trade Unions, General Federation of Work of the R.P.R.'). A page headed 'Uniunea Sindicatelor' (Syndicate Union). Below is written in ink the Syndicate to which the worker belongs and the city in which he works. Then comes the registration number of the card, the worker's name and profession, the signature of the secretary of the Syndicate. That page also bears a standard identification photo of the worker, sized 2.7 x 3.7 cms. The Syndicate stamp is affixed. The last

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cover sheet has a sort of envelop in which is a cardboard card. This card is used for the monthly stamps for membership fees. These stamps have two parts: one half is glued on the member's card as a receipt; the other half stays with the registry of the Syndicate Delegate. The Carte de Membru is valid for three years. One inside page records the Cotizatie (Fees) status each year. A special stamp is affixed in a special square on that page when the member has paid membership fees for a year. The monthly membership fee is calculated at the rate of one per cent of the worker's basic monthly salary; there is no fee for the issue of the card. An additional four or 4.5 per cent of that monthly basic salary is deducted directly, for Social Insurance benefits. This amount pays for the Casa Asigurarilor Sociale (Social Insurance Fund), which entitles the worker and his family to the Carte de Sanatate (Health Book). It entitles the worker and his family indirectly to free medical care through the employing enterprise, to medicines and to a State pension in case of disability.

13. "The Responsabilul de Cartele (Ration Card Official) in each working yard or office, who is responsible to the head personnel office of the enterprise, issues the worker his food ration cards. He enters the man's name and address on a special Borderou (Nominal Roll). The ration cards are issued monthly and are not issued for the current month if one is hired in the middle of that month. Only persons within the Government's field of labor are entitled to ration cards. The Borderou is countersigned by the head ration card official for the entire enterprise and checked by the personnel chief. It is taken to the Ration Cards section of the People's Board. That body issues ration cards on the first of each month to the ration official of the enterprise. When the workers receive their cards they sign the Borderou in receipt. Persons who have been hired for their first job within the Government's field of labor are entitled to clothing ration cards only after a six months' working period. They receive food ration cards from the start. If a worker is dismissed before the end of a calendar month, he must surrender his ration cards to the ration card official. If the dismissal is at the end of the month that is not necessary, since the cards automatically become invalid. The food ration cards are a different color each month.
14. "The Carnet de Munca (Work Book) is issued to the worker by the personnel office of the state enterprise for which he is working. This is a brown cardboard booklet with 24 pale green inside pages. The cover bears the title and the series and number. One inside page bears the worker's personal data: name, surname, commune in which he resides, street, number, region, his signature, date of card's issue, registration number, and the state enterprise which issued the card. That page is stamped with the stamp of the enterprise and bears the signature of the Chief of Personnel. The card bears no identification picture and makes no mention of citizenship status. One page contains a physical description of the bearer. The remaining pages, except the last three, contain detailed data on all the jobs the worker has held -- this from his Autobiografie -- even jobs in pre-Communist Rumania. The worker pays a fee of 25 lei when this Carnet de Munca is issued. It remains in the personnel office of the enterprise. The worker retains it only if he is proposed for a State pension or if he is dismissed for disciplinary reasons -- but in the latter case he can get no more work. In both cases the worker is handed his Carnet de Munca and a Foale de Repartitie and sent to register at the BBM office. The Carnet de Munca is issued for an indeterminate length of time. If a worker is transferred to another job, it is mailed through official channels to the personnel office of his new enterprise."

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